Intelligent Education Group
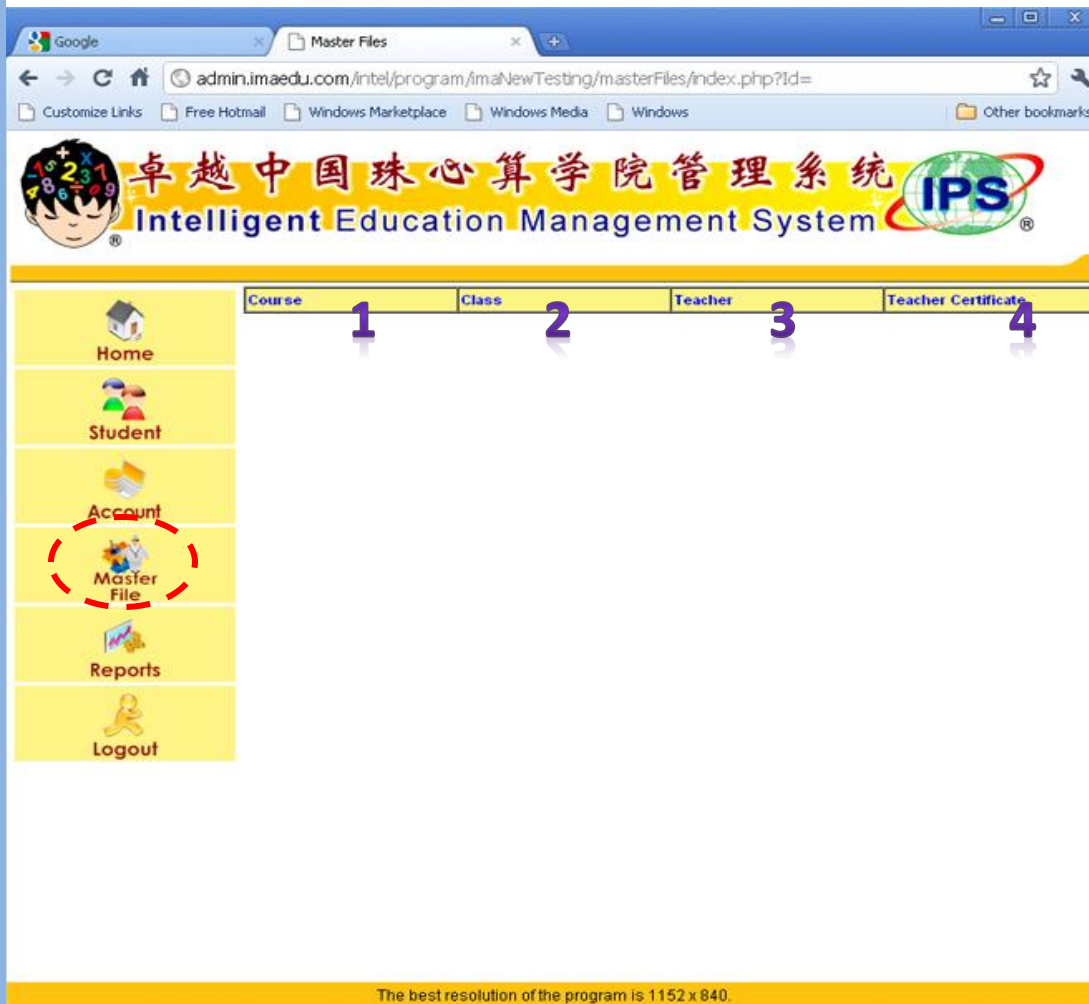
User Manual Of Intelligent Management System

Master File Introduction

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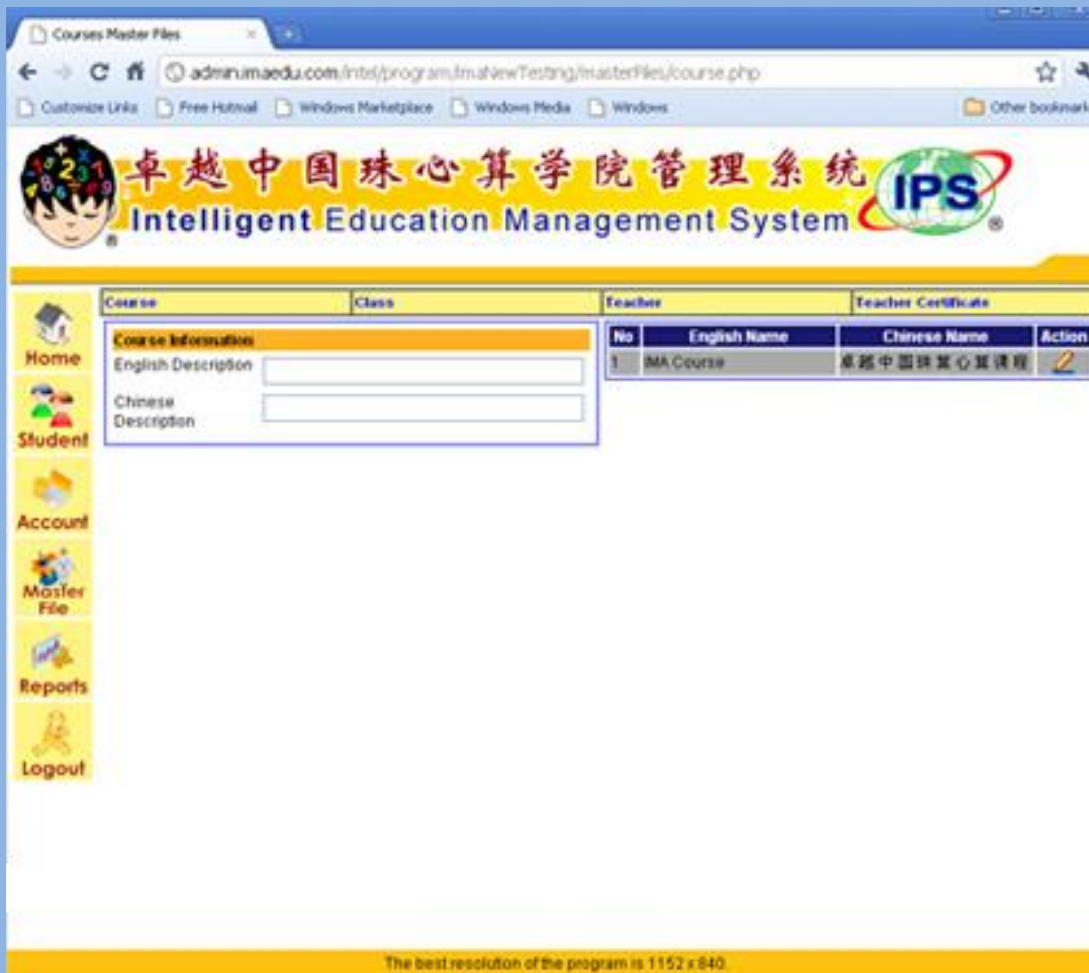# *Master File*

The Master File consists of four (4) functions, which are:

1. **Course (Refer Pg. 2)**

2. **Class (Refer Pg. 3 – 4)**

3. **Teacher (Refer Pg. 5)**

4. **Teacher Certificate (Refer Pg. 6)**

Course

You will see a list of course materials when you click "Action".

Class

In order to enroll any new students, you have to create a class.

Then you follow the steps below to create a class process:

Step 1: Choose the "IMA Course".

Step 2: Select the teacher

Step 3: Key in the fee "RM120".

Step 4: Select type as "Monthly"

Step 5: Tick the new student's timetable which is in blue mark.

Each class can only for A teacher and A session. And each session can only consist of 2 hours.

Step 6: Click "Add Class". You will see the new class in the right column.

Update Class

On the other hand, if you want to change the class details (timetable, teacher and etc.), then please follow the steps below to update a class:

1. Click the "pencil" icon on your right

2. Input your new data

3. Click "Update Class".

Before do some amend of the class, please make sure this class is EMPTY (no any students are under this class) .
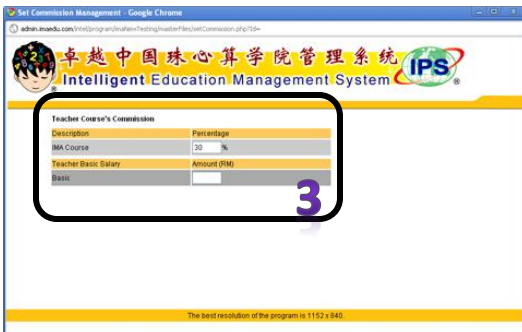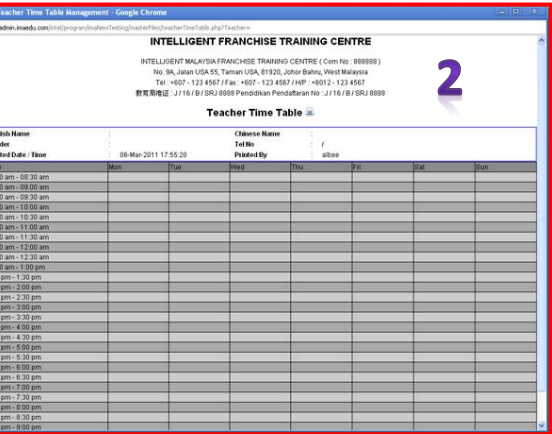
Teacher

Page 5
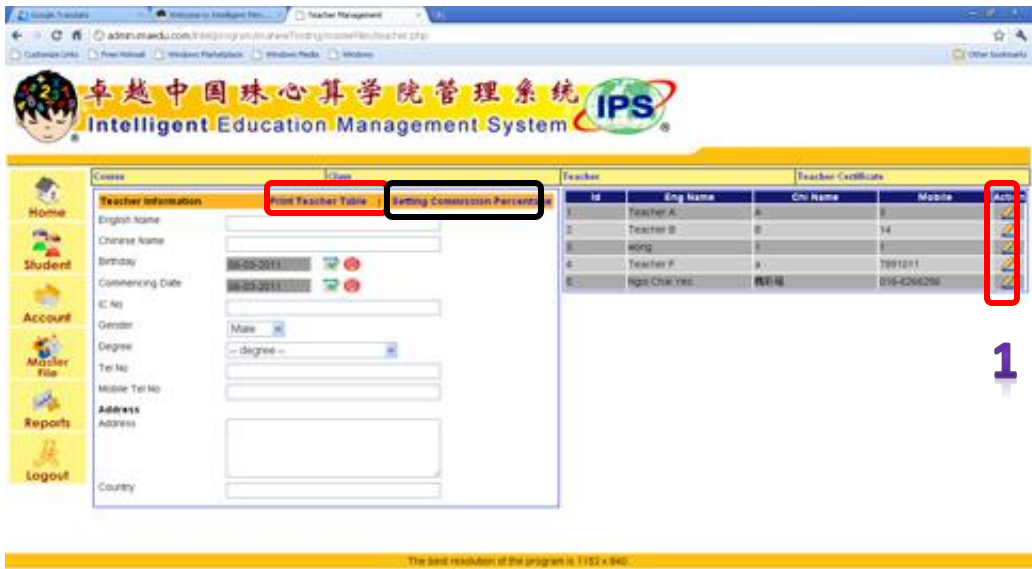
The "Teacher's Information" and "Setting Commission Percentage" are controlled by the Global Principal Office.

You could neither change nor save it. However, there are also some functions which you should need to know:

1. Action: Read your teacher's info. in detail.

2. Print Teacher's Timetable:
Print out your teacher's timetable anytime.

3.Setting Commission Percentage:
Setting instructor's commission and basic salary.

If you want to adjust your teacher's commission rate, please send a letter to the Global Principal Office via email.

Teacher Certificate

STEP 2 - 6

STEP 1

STEP 7

After your instructor has passed the exam, you have to key in the data in order to claim the certificate, then please follow the steps below to claim certificate:

Step 1: Select the teacher and click the "Action" icon.

Step 2: Choose the course

Step 3: Click the button of "Enroll" (it will show all levels of the course.)

Step 4: Select the level

Step 5: Fill in the exam date

Step 6: Fill in the score

Step 7: Click the "Add Certificate"

If there are any mistakes, you can click the "pencil" in the "Function" to correct it.